

**DOCUMENT NAME: Dining Facility****DOCUMENT TYPE: 26**

1. **Description:** Used when purchasing for Coast Guard Dining Facilities from commercial sources. Document type 26 is used to separate food commodities from other transactions purchased via SF-44, purchase order, blanket purchase agreement or contract because of special prompt pay requirements designated in OMB circular A-125. This document type should not be used for nonfood items.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services  
SF-44, Purchase Order - Invoice - Voucher
3. **Related Forms:** DD-1348, DOD Single Line Item Requisition System Document  
DOT F-4200.1, Procurement Request Governmentwide  
Commercial Credit Card
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 26042745PF001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
26	04	27	4	5	PF	001	Note

Note: See Chapter 5 for suffix numbering information

5. **Accounting Line:**

SAMPLE: 2/F/XS6/105/PF/0/82/13250/2645

6. **FINCEN Critical Processing Requirements:**

- a. SF-44 requirements. Copies of all documents must be legible. Ordering units must ensure the following information is included on every SF-44 submitted.

- (1) Date of order.

- (2) Standard document number.

- (3) Vendor name and complete remittance address. CCR registration is mandatory.

- (4) Complete ordering unit name, address, and phone number.

- (5) Itemized description or attached itemized invoice.

- (6) The following address must be in the Agency Name and Billing Address block: CG Dining Facility (Call Record), USCG Finance Center, P. O. Box 4103, Chesapeake, VA 23327-4103.

6. a. (7) Total amount less than \$2500.
- (8) Accounting data.
- (9) Ordered by signature.
- (10) Received by signature.
- (11) Seller's signature (if no itemized invoice attached).
- (12) Units must promptly forward the original or "Certified to be original" SF-44 to CG Dining Facility (Call Record), USCG Finance Center, P. O. Box 4103, Chesapeake, VA 23327-4103.
- b. Blanket Purchase Agreement (BPA) requirements. Copies of all documents must be legible and include all pages of the order. Issuing units should review invoicing procedures with the vendor to ensure compliance and avoid payment delays. Units must ensure the following information is provided on completed CG-5398 ( or OF-347) issued for enlisted dining facility BPA's:
- (1) Matching DTCTG and standard number - blocks 3 and 4.
- Note: The ninth position of the DTCTG number should be a V.
- (2) Proper document type - block 4.
- (3) Vendor name and address - block 7.
- (4) Shipping terms - block 12.
- (5) Block 17 must contain a general description of supplies or services to be provided, the specified time period of the agreement, the dollar limitation of each individual purchase, a list of individuals authorized to purchase under the BPA (title or position or name of individual), vendor invoicing/delivery ticket instructions.
- (6) Proper invoice Mail To: instructions (the CGDF address) - block 21.
- (7) Contracting Authority signature - block 23.
- c. BPA call records. Copies of documents submitted must be legible. Call record sheets must be submitted monthly to provide receiving report information for BPA purchases. Due to strict Prompt Pay Processing Regulations **call records must be submitted weekly for meat, produce, and dairy items.** The following information must be provided:
- (1) Vendor name.
- (2) Standard document number.
- (3) Date and number of call.

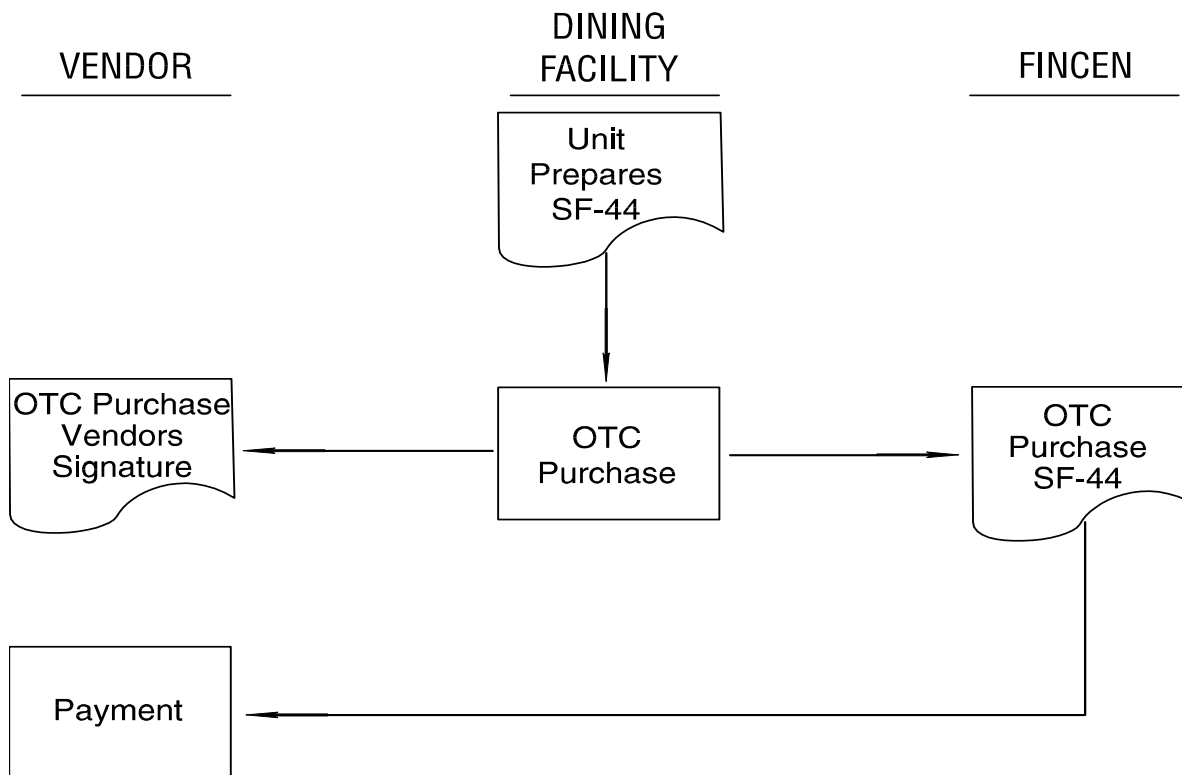
6. c. (4) Signature of caller.
- (5) Brief description or delivery ticket number.
- (6) Authorized amount.
- (7) Accounting data.
- (8) Unit name and OPFAC.
- (9) Units must promptly forward call sheets to ensure FINCEN receipt by the 5th work day following the end of the billing period. Mail to: CG Dining Facility (Call Record), USCG Finance Center, P. O. Box 4103, Chesapeake, VA 23327-4103.

## 7. Other Information:

- a. If SF-44 is not itemized and/or not signed by vendor, an itemized invoice, cash register tape and delivery tickets will be required to process payment.
- b. Do not include nonfood items.
- c. When you use a Government Purchase Card for these purchases the document type will be a 32. CGDF's must ensure the Government Purchase Card number is associated with supply fund accounting data and not a unit's operating expenses. See document type 32 section for more information on the Government Purchase Card.
- d. SERVMART DD-1348 purchase will be processed as a document type 35. See Chapter 12 document type 35 section for more information about SERVMART purchase.
- e. Financial Reporting requirements are explained in the Supply Fund Management section of Chapter 8.
- f. SF-44s issued to Foreign Payees and signed by the vendor under the Seller Block must designate the currency billed. This should be done by clearly marking the SF-44 as FOREIGN PAYMENT and indicating the type of currency billed beside the amount in the PAYMENT REQUESTED block. The obligation amounts listed in the body of the SF-44 should be recorded on the SF-44 in U. S. Dollars. Provide exchange rates in the body of the obligation section of the SF-44 as this assists with properly posting obligations. This also provides a reasonableness check for the payment technician.

## 8. FPD Information:

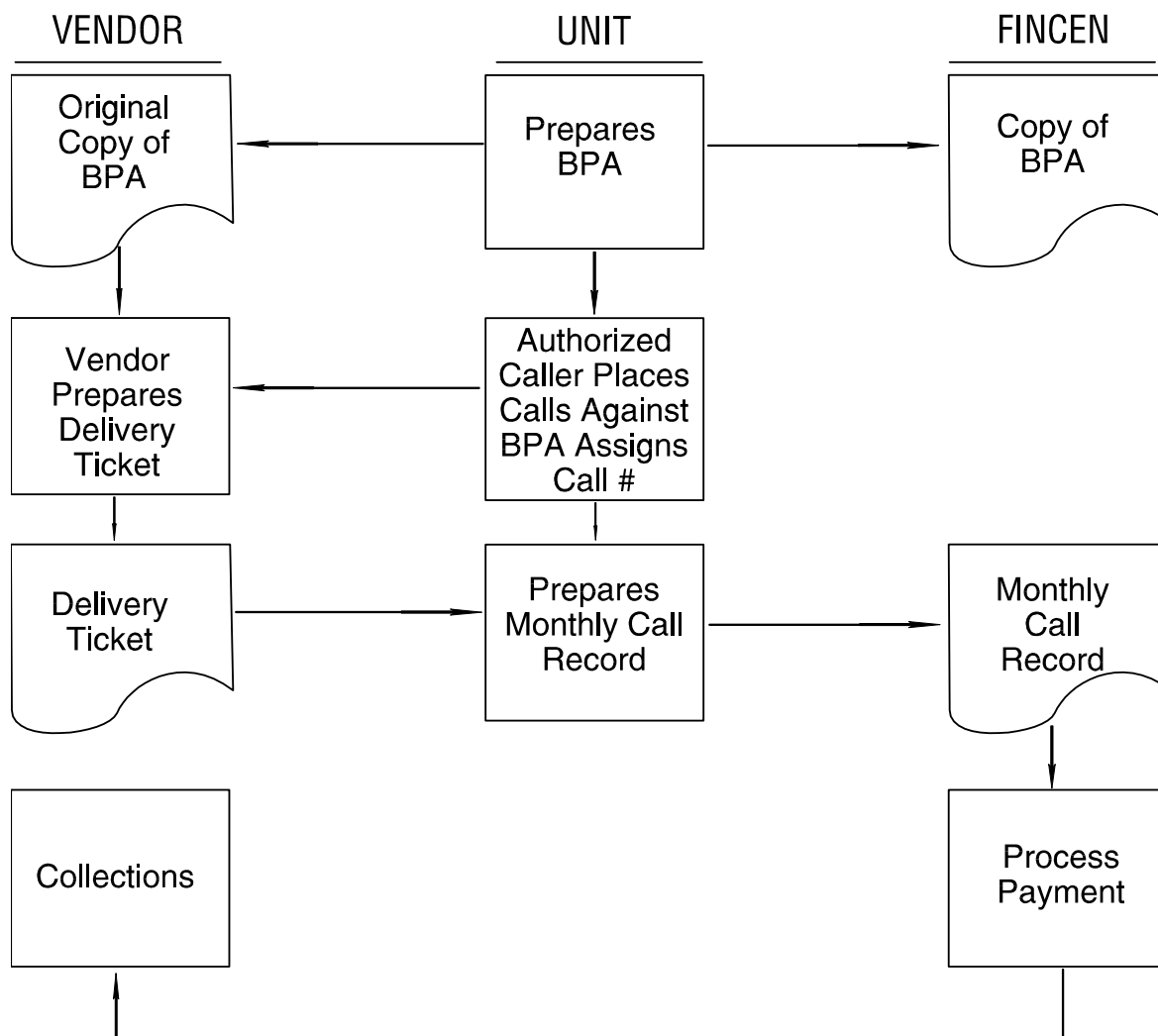
- a. Obligation will transmit electronically via FPD for SF-44s, purchase orders and BPAs.
- b. Purchase Orders can be created in the PO Module as Document Type 26- Commissary Purchase. Once approved, Obligation, Purchase Order Number, and Purchase Order Line Items will be transmitted electronically.

**9. Document Flow:**

**Figure 12D-25 Purchase Order - Invoice - Voucher (SF-44)**

- a. Figure 12D-25 describes the procedures for processing Dining Facility purchases using the Purchase Order - Invoice - Voucher (SF-44). See document type 22 section for more information on SF-44's.
- (1) SF-44's are to be utilized for over-the-counter type purchases only and must be presented to the vendor at the time of the purchase for the dealer's signature in the Seller block. SF-44's cannot be used when separate transportation or postage charges are involved. SF-44's should be issued to commercial vendors only.
  - (2) Unit prepares the SF-44 in accordance with local instructions. Upon receipt of supplies, the SF-44 is annotated with a Coast Guard signature. The original is forwarded to CG Dining Facility (Call Record), USCG Finance Center, P. O. Box 4103, Chesapeake, VA 23327-4103, the blue copy (copy 2) is given to the vendor, and copy 4 is kept by the unit for their files. Copy 3 is for use in accordance with local instructions. The original should be forwarded immediately or on the same day since food products fall under a special provision of the Prompt Payment Act.
  - (3) The FINCEN makes payment to the vendor from the original SF-44 provided.

## 9. Document Flow (cont'd).



**Figure: 12D-26 Blanket Purchase Agreement (BPA)**

- b. Figure 12D-26 describes the procedures for processing Blanket Purchase Agreement (BPA). See document type 38 section for more details on BPAs.
- (1) BPA's are used to make small repetitive day-to-day purchases of food items from local dealers and suppliers by placing a call (order) against the BPA in accordance with the Small Purchase Handbook, COMDTINST M4200.13 (series). Calls can only be made within the unit's dollar limitation as established by its procurement unit. BPA's should be issued to commercial vendors only and must be signed by the contracting officer.
  - (2) The target unit prepares a purchase request and forwards the original to the purchasing unit retaining a copy for the target unit files.

9. b. (3) The purchasing unit awards a BPA to a vendor. The original of the BPA is supplied to the vendor and a copy is provided for the target unit, CG Dining Facility (Call Record), USCG Finance Center, P. O. Box 4103, Chesapeake, VA 23327-4103, and the purchasing unit files.
- (4) The unit places a call against the BPA with the vendor. Acceptance of supplies obtained on a BPA will be indicated by a Coast Guard signature on a sales slip or delivery ticket. The original delivery ticket or invoices including any summary invoices provided by the vendor will be submitted with the call sheets to the FINCEN for payment processing. These documents should be forwarded to FINCEN in a separate envelope addressed to CG Dining Facility (Call Record), USCG Finance Center, P. O. Box 4103, Chesapeake, VA 23327-4103. It is imperative that these documents be forwarded in the most expeditious manner since food products fall under a special provision of the Prompt Payment Act. Never mix payment documents with the copies of documents that are transmitted with your monthly Dining Facility Report as this creates unnecessary payment delay and greatly increases the risk of documents being misrouted. Use separate envelopes within the same mail package to separate these documents when it is necessary to send Dining Facility reports at the same time as payment documents.
- (5) Block 21 of the BPA should cite the CGDF address. Invoicing instructions taken from FAR part 13.203-1(7)(III) to be included in BPAs are: Individual invoices or delivery tickets should be provided to address in Block 21 of this order for each delivery. These invoices will be accumulated monthly and a consolidated payment will be made at the end of the monthly billing period. The period of any discounts or late payment interest will commence on the final day of the billing period or on the date of receipt of invoices for all deliveries accepted during the billing period, whichever is later.

**10. Sample Forms:** None.

**11. PES Report Sample:** The PES report is not provided for dining facility transactions since payments are processed against supply fund appropriations.

**12. References:**

a. COMDTINST M4061.3, Subsistence Manual.

b. COMDTINST M4200.13F, Simplified Acquisition Procedures Handbook.